

**Bring Your Own Device (BYOD)
Responsible Use Guidelines**

Purpose:

Grapevine-Colleyville ISD uses instructional technology as one way of advancing the district's strategic plan known as LEAD 2021, which seeks to prepare students with the skills, knowledge and behaviors needed to be successful and responsible citizens in the global community. Instructional technology enhances learning and strengthens student's abilities with 21st Century skills such as: collaboration, communication, creativity and critical thinking. To increase practice with those important 21st Century skills, GCISD has decided to allow secondary students to bring to school and use personal digital devices on the GCISD network. To do so, students are required to follow the responsibilities outlined below. The use of personal devices by students is optional, and students who do not bring their own device will not be penalized. Possession of personal technology by a student is a privilege and any student who fails to abide by the terms of these guidelines will forfeit this privilege.

Preparing Students for BYOD:

An important component of BYOD will be education about appropriate online behaviors. We will review cyber-safety rules with students frequently throughout the course of the school year and will offer reminders and reinforcement about safe online behaviors. In addition to the rules outlined in these guidelines, students will be expected to comply with all class and school rules while using personal devices.

Students are generally more comfortable using tools with which they are familiar. By using their own technology tools, students will increase their ability to access and save information from the Internet, access web-based applications (Edmodo, Google Docs, etc.) use online applications, communicate with others, and use online district-provided services such as textbooks, student email and other productivity tools.

Device Types:

For purposes of this program, the word "devices" means: laptops, netbooks, iPads, and tablets. Please note that Nintendo DS and/or other gaming devices with internet access are not permissible.

Guidelines:

- Students and parents/guardians participating in BYOD must adhere to the Student Code of Conduct, Student-Parent Handbook, Acceptable Use Policy for Students, Responsible Use Guidelines and all GCISD Board Policies.
- Each teacher has the discretion to regulate the use of personal devices in the classroom and on specific projects.
- Devices may not be used to cheat on assignments, quizzes, or tests.
- Devices may only be used during class time to access files on Internet sites, which are relevant to the classroom curriculum.
- Devices may be used during non-instructional periods for non-instructional purposes.

Students and Parents/Guardians acknowledge that:

- The school's network filters will be applied to a device's connection to the Internet and any attempt to bypass the network filters is prohibited.
- GCISD is authorized to collect and examine any device that is suspected of causing technology problems or was the source of an attack or virus infection or that is suspected of having or accessing inappropriate information, pictures, data, etc.
- Students and parents/guardians acknowledge that devices sent to school are subject to search by school officials. If the

device is locked or password protected the student will be required to unlock the device at the request of a school official.

Lost, Stolen, or Damaged Devices:

Each user is responsible for his/her own device. GCISD takes no responsibility for stolen, lost, or damaged devices, including lost or corrupted data on those devices. While school employees will help students identify how to keep personal devices secure, students will have the final responsibility for securing their personal devices. Please check with your homeowner's policy regarding coverage of personal electronic devices, as many insurance policies can cover loss or damage.

Usage Charges:

GCISD is not responsible for any device charges to your account that might be incurred during approved school-related use.

Network Considerations:

While at school, all users will use the GCISD wireless network to access the Internet. GCISD does not guarantee connectivity or the quality of the connection with personal devices. GCISD staff will assist but is not responsible for maintaining or troubleshooting student devices.

Filters protect the district's network. Students will connect all personal devices, including mobile phones, via the GCISD network. District filters do not protect devices connected outside of the GCISD network. All laptops connecting through the GCISD network must have anti-virus protection software in order to log-on to the network.

Assurances from the district regarding the use of technology tools in school:

- The staff will monitor student use of technology.
- The school will conduct Digital Citizenship lessons and provide reminders throughout the school year to help students remain cognizant of the expectations the school holds for appropriate use of technology tools while using those tools in school. Upon completion of the Digital Citizenship training, students will be granted a digital driver's license/trust card. Students will be required to wear it at all times, with the exception of physical activities.
- Assignments, tests, quizzes, and any other school related work placed online for completion outside of the school day will also be afforded time within the school day (class time, Study Hall, Stretch) during which students will have access to school technology in the Library, Technology labs, or a teacher's classroom for completion of the work.
- Member of the GCISD community will not be required to have a Facebook site, Twitter account or any other social network connections. At times, announcements or reminders may be posted through those venues, however they will also be made through the school's website, the phone messenger system, and/or any other means to assure students and parents/guardians received the message.
- The focus of classes will not be the technology tools but the fundamental objectives of the class.
- Where necessary, the campus will supplement the technology necessary for lessons designed to be implemented with the use of technology tools.

Use of technology devices during the school day:

- Throughout the course of a school day, there may be locations or times of day that the use of technology is inappropriate; the use of signs, announcements and other forms of communication will ensure students have been informed. At these times, it is the school's expectation that students will comply by turning off or silencing devices, put them away in a safe and secure place, and refrain from using the technology.
- Common areas of the school include the cafeteria, library, and hallways. Students may use devices for non-instructional purposes prior to the beginning of the school day in the cafeteria and in the library. During the school day personal technology may be used in the hallways and cafeteria unless otherwise instructed by school staff. On specified days lunch periods will be designated as "power off" lunches to provide students uninhibited opportunities to socialize with

their peers. On these days, students are expected to put their technology away for the thirty minute lunch period.

- While in class, personal technology should be used when authorized by the classroom teacher. Use of personal technology should never disrupt the classroom environment.
- All technology devices should be muted while at school. Headphones may be used while working in the classroom when sound is needed.
- Personal music devices may be used before and after school, in the classroom only with teacher permission, between classes and during “power on” lunches.
- Printing from personal technology devices is generally not possible. Students can print in the computer labs/library.
- Students are expected to bring devices to school fully charged and are responsible for bringing power cords to charge the devices as needed.
- Many devices have the capability of taking photographs, videos, and recording voices. Students may not:
 - Take camera phones into locker rooms, dressing rooms, bathrooms, showers, or any other area where individuals may be partially clothed.
 - Send, post, or possess electronic messages that are abusive, obscene, sexually oriented, threatening, harassing, damaging to another’s reputation, or illegal, including cyber bullying and “sexting,” either on or off school property, if the conduct causes a substantial disruption to the educational environment.
 - Record the voice or image of another without the prior consent of the individuals being recorded or in any way that disrupts the educational environment or invades the privacy of others.

Additionally, all users should be aware of the rules found in Texas Penal Code, Section 21.15 regarding improper photography or visual recording. Separate sections of the law address whether the image or recording occurs in or out of a restroom or locker room and whether it occurs with or without permission. Parents/guardians will be provided with a copy of the statute.

- During any emergency situation, including fire, severe weather, and lock-down, students must maintain their devices on silent as soon as the event begins. Students should refrain from using their phones in emergency situations until given explicit permission by teachers or administrators. The school has clearly defined and well-practiced emergency procedures, all of which include steps for informing parents/guardians and allowing access to students once the immediate needs of the student body have been addressed and students are all accounted for and secure.
- In the event a student is feeling ill, they are to report to the Nurse in the school’s clinic. We ask that students not make calls to parents/guardians asking to be picked up from school or to have medications delivered. We ask parents/guardians who might receive such a communication from their child to direct your child to the clinic. Be assured that our school nurse will quickly assess the situation and be in contact with you about the situation.

Some guidelines for appropriate use:

- Students must only open, view, modify, and delete their own files.
- Internet use at school must be directly related to school assignments and projects except during times of permissible non-instructional use.
- Students will be assigned individual email and network accounts. Students are to use those accounts for educational purposes only.
- Students must immediately report threatening messages or inappropriate Internet files/sites to a teacher.
- Students are responsible at all times for their use of the district’s network and assume personal responsibility to behave ethically and responsibly, even when technology provides them freedom to do otherwise.

Some examples of inappropriate use:

- Using the district’s network for illegal purposes including, but not limited to, cyber bullying, gambling, accessing pornography, and hacking other devices.
- Disabling or attempting to disable any system monitoring, filtering, or security measures.
- Sharing usernames and passwords with others; and/or using someone else’s username, password, or account access.
- Purposefully opening, viewing, using, modifying or deleting files belonging to another system user without permission.
- Electronically posting personal information about one’s self or others (i.e., addresses, phone numbers, and pictures.)

- Downloading or plagiarizing copyrighted information without permission from the copyright holder.
- Intentionally introducing a virus or other malicious programs onto the district's system.
- Electronically posting messages or accessing materials that are abusive, obscene, sexually oriented, threatening, harassing, damaging to another's reputation, or illegal.

Special Note: Cyber bullying

Cyber bullying is defined as the use of any Internet-connected device for the purpose of bullying, harassing, or intimidating another student. This includes, but may not be limited to:

- Sending abusive text messages to cell phones, computers, or Internet-connected game consoles.
- Posting abusive comments on someone's blog or social networking site (e.g., Instagram, Twitter or Facebook).
- Creating a social networking site or web page that masquerades as the victim's personal site and using it to embarrass him or her.
- Making it appear that the victim is posting malicious comments about friends to isolate him or her from friends.
- Posting the victim's personally identifiable information on a site to put them at greater risk of contact by predators.
- Sending abusive comments while playing interactive games.
- Taking photos – often using a cell phone camera – and posting them online, sometimes manipulating them to embarrass the target.

Consequences for Inappropriate Use:

The following discipline management techniques may be used, alone or in combination, for behavior prohibited by the Student Code of Conduct or by this Responsible Use Guidelines:

- Parent contact will be made for multiple or severe violations.
- Appropriate disciplinary or legal action in accordance with the Student Code of Conduct and applicable laws including monetary damages.
- Suspension of access to the district's electronic communications system.
- Revocation of the district's electronic communications system account(s); and/or
- Termination of System User Account: The district may deny, revoke, or suspend specific user's access to the district's system with or without cause or notice for lack of use, violation of policy or regulations regarding acceptable network use, or as a result of disciplinary actions against the user.
- Possible criminal action.

Students

I understand and will abide by the above guidelines. I also understand that any violation may result in the loss of my network and/or device privileges as well as other disciplinary action.

Parents/Guardians

I understand and will assist my child with abiding with the policy and guidelines. I also understand that any violation may result my child's loss of network and/or device privileges as well as other disciplinary action.

Student Name:

Parent/Guardian Name:

Student Signature:

Parent/Guardian Signature:

Date:

Date: